
Workers' Compensation

Work-related Injuries

All University employees are covered by state Workers' Compensation laws that may provide medical and income benefits if you are injured on the job. Below provides a brief overview of the steps you should follow if you are injured or become ill while working. See the steps below for instructions on how to report a work-related injury.

If you have questions or need assistance, please contact Human Resources at 706-507-8920 between the hours of 8:00am - 5:00pm, Monday through Friday.

Step One - Seeking Emergency Medical Treatment

In an emergency, seek immediate medical treatment.

If this is a life-threatening emergency, notify University Police at extension **8911** or **706-507-8911**.

University Police will dispatch an ambulance and direct it to your location. Or emergency medical care should be sought at the nearest emergency room.

The emergency room closest to CSU Main Campus is **St. Francis-Emory Healthcare 2122 Manchester Expy., Columbus, GA 31904**

The emergency room closest to CSU Riverpark Campus is Piedmont Columbus Regional – Midtown, 710 Center St., Columbus, GA

If urgent care is needed!

Seek urgent care at Occupational Medicine of Columbus, 7301 N. Lake Dr., Columbus, GA.

Please make sure to tell clinic staff you are a CSU employee seeking treatment under Worker's Comp.

In a non-emergency situation

Please skip to '**Step Two**' and complete the [Employee Incident Report](#) before seeking medical attention.

Important Note:

Except in emergency or urgent care situations, medical care must first be authorized through Worker's Comp., and you will be referred to a Worker's Comp. approved physician. Failure to use the Worker's Comp. physician could jeopardize payment of your medical bills under Worker's Comp. insurance.

Step Two - Complete the Employee Report of Injury/Illness

After seeking medical treatment, or if not an emergency, the employee must complete an Employee Report of Injury/Illness within 24 hours of the incident if possible, using the university's [Employee Incident Report](#). An incident report should be completed within 30 days of a work-related injury to prevent the loss of the right for compensation.

Step Three - HR to File Workers' Compensation Claim

Human Resources will file the workers' compensation claim and make initial contact with the Workers' Compensation Managed Care Organization (WC/MCO). Human Resources will provide the employee with the worker's compensation claim number and the MCO's contact information. The employee will contact the MCO to provide further information regarding their injury/illness and to receive information regarding AMERISYS, INC.'s network of providers.

Your case manager will direct you to the physician(s) you need to see to be covered under the Workers' Comp. insurance.

Employees must complete a leave election form at onboarding and when there is any work-related injury that requires medical attention. If you are out of work for more than 5 days due to the injury, you will be placed on a leave of absence from the university. HR will provide you with information about your leave and what you need to do to continue your benefits. Workers' Comp. leave runs concurrent with FMLA (Family and Medical Leave Act) Leave.

Step Four - Employees Must Use AMERISYS, INC. Network Providers

Employees are required to receive all medical care through the AMERISYS, INC. network of providers. Failure to use the network physicians will jeopardize payment of medical bills under Workers' compensation and the employee may be personally liable.

Additional Resources

- [DOAS Worker's Compensation](#)
- [DOAS Leave Election Form](#)
- [Workers' Comp. Bill of Rights for the Injured Worker](#)
- [Workers' Comp. Official Notice to the Employee](#)
- [Workers' Comp. BOR Worker's Compensation and Return-To-Work Policy](#)